



Job Posting

Date: May 3, 2023
Position: Maintenance Worker- Cemetery
Hours: 7am-4pm Monday-Friday
Salary: \$28,129.22 annually/\$ 13.52 hourly with 5% increase after 6mth probation

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform a variety of semi-skilled and unskilled manual work in the maintenance of Town cemetery, and buildings, and to perform related work as required. This class works according to set procedures under close supervision.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Performs semi-skilled and unskilled manual work in the maintenance and repair of Town cemetery and assigned buildings.

Removes trash and debris in cemetery and assigned places.

Performs general grounds keeping work, including but not limited to mowing grass, trimming shrubs and trees, watering grounds and landscaped areas, raking leaves, sweeping walkways, removing weeds, removing debris, etc.

Maintains department tools and equipment.

Prepares and submits various records and reports as required.

Receives and responds to inquiries, requests for assistance, concerns, and complaints in areas of responsibility.

Attends meetings, workshops, training, etc., as necessary to maintain job knowledge and skills.

Additional duties as assigned.

DATA INVOLVEMENT:

Requires copying, transcribing, entering, or posting data or information.

CLASS TITLE: CEMETERY MAINTENANCE WORKER

PEOPLE INVOLVEMENT:

Requires speaking or signaling to people to convey or exchange information of a general nature.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring moderate instruction and experience, such as shop tools, vehicles, lawn maintenance equipment, etc.; may repair power tools and light equipment.

REASONING REQUIREMENTS:

Requires performing semi-skilled work involving set procedures and rules but with frequent problems.

MATHEMATICAL REQUIREMENTS:

Requires using basic addition and subtraction, such as making change or measuring.

LANGUAGE REQUIREMENTS:

Requires reading simple sentences, instructions, or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.

MENTAL REQUIREMENTS:

Requires doing clerical, manual, or technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED equivalent.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

EXPERIENCE REQUIREMENTS:

Requires over one month and up to and including three months of experience in building and grounds maintenance work.

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium-to-heavy work that involves walking, standing, stooping, lifting, digging, pushing or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis. Must be able to perform basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling and repetitive motion.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic /caustic chemicals.

CLASS TITLE: CEMETERY MAINTENANCE WORKER

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS

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Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Interested applicants may submit an application to:

Town of Waynesville,

Brittany Angel, HR Coordinator

Human Resources Department

16 S. Main Street

Waynesville, NC 28786

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled